

Sanitized - Approved For Release : CIA-RDP70-00211R000100160048-0

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Records Service Division
Attn: Mr. [REDACTED]
THRU : Records Officer, Admin. Office, OCD
FROM : Chief, BR/CD

DATE: 16 February 1954

SUBJECT: Schedule of Shipment of Materials to Vital Storage

1. There is listed below the scheduled date of shipment of those BR files designated as part of the vital records storage program.

IBM Card Files

	No. of Cards Sent Previously	Date of Last Shipment	Approx. No. To Be Shipped	Scheduled Date of Next Shipment -
#1 Cards (name of orgn)		28 Jan 52	16,000	Feb 54
#2 Cards (orgn mbrs)	50,000	28 Jan 52	93,000	Mar 54
#3 Cards (basic name ident.)	233,000	Oct 53		Continuing
#4 Cards (occupational designations)	200,000	28 Jan 52	307,000	June 54

Dossier and Card Files

Dossiers & McBee Cards - Now being microfilmed in BR/CD by personnel from your Division. Scheduled date of completion, approximately 1 June 1954.

2. The "name to document" reference cards, identified in the Register as File #2, covering the years 1949 and 1950, have already been sent to you and should be retained. The File #2 cards for the years 1951 and 1952 are being shipped on a continuing basis, and the complete file totalling approximately 413,000 cards should arrive by September 1954.

3. A file identified as the FBIS card file consisting of approximately 52,000 cards which was shipped 28 January 1952 is no longer of value and may be destroyed.

4. Should there be any questions on any of the items listed, please call Miss [REDACTED], ext. 2076.

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OCD/JJW:jbm

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File & stay as is - 901,000

*no current maintenance
of IBM work*

By 16 April -

Basic Name

3 Card

*all cards
dept. only
listing*

4

Realization

*Card deposits
436,000*